

RULES AND ORDERS,

FOR REGULATING THE

MEETINGS AND PROCEEDINGS

OF THE

DIRECTORS AND ACTING GUARDIANS,

Of the POOR, and for the better GOVERNING,

REGULATING, and EMPLOYING the

P O O R

in Melton House of Industry.

OF THE HUNDREDS OF

LOES AND WILFORD,

And for carrying into Execution the other Purposes of
the Act of Parliament of the 31st Year of his present
Majesty, King GEORGE the Third, for the RELIEF of
the

POOR OF THE SAID HUNDREDS.

WOODBIDGE : PRINTED BY R. LODER.

M. DCC. XCH.

RECEIVED AND ORDERED

THE SECRETARY OF THE

DEPARTMENT OF THE INTERIOR

WASHINGTON, D. C.

THIS OFFICE HAS RECEIVED



LOES AND WILFORD

And for carrying into execution the orders of
the Act of Congress of the 2nd June of the present
year, and for the purpose of the said Act, the
FOUR OF THE SAID HUNDREDS.

WITNESSED my hand and the seal of the Department of the Interior at Washington, D. C. this 1st day of June 1880.

JOHN M. WILSON, Secretary

P R E F A C E.

IT must be evident to every one who is conversant in public Business, that without the establishment of GENERAL RULES, it can neither be conducted with Facility, Rectitude, nor even with Consistency. When no such Rules exist, the same Case will at different Times be variously determined, as either the contracted, or enlarged Views, of different Understandings shall regulate the Decision, or the mutable humours, caprices, or passions of Mankind shall mislead the Judgment. Under such Circumstances, every Question, (however often it may have been determin'd before) will at the times of meeting to transact Business be agitated anew, with all the violence of Controversy, and all the obstinacy of Error. This will naturally be the result from transacting public Business in general, but will more particularly flow from Institutions, which are found under the appellation of Houses of Industry, since, from their very nature, and the Acts of Parliament framed for their better regulation, Persons dissimilar in their understandings, and perhaps in their views, must necessarily meet together. But when GENERAL LAWS are once established by the skill or ability of the first Promoters of an Institution, the Public is in no danger of losing at any future time, any of the Advantages which a former Zeal had promised, or a past Vigilance had procured. For, should that Zeal hereafter abate, or that Vigilance relax, the Institution by

means of its General Rules, remains like a MACHINE, which having its springs of motion within itself, will, with but an ordinary Attention, and only common Application, go on to perform without interruption, its accustomed Functions, and to produce without Variation its usual Benefits. Nothing therefore can be more unjust than the common Objection to *Houses of Industry*, and *Similar Institutions*, that however well they may be administered at *First*, they will at *Length* fall into neglect. For do but establish GENERAL RULES, and the objection is at once obviated.

These are the observations, and words of an ingenious Writer, not less remarkable for his acuteness in reasoning, than his attention to the Subject in Question. And since we may fairly collect for the improvement of our own institution, whatever rule or observation we may think most conducive to that end, there is no reason why we should reject either the matter, or the mode of his reasoning.

The following *Bye Laws*, or *General Rules* are such as are either suggested by *Experience*, or such of which *Reason* foreseeing the *Utility*,—*Experience* has since evinced the *Necessity*.

If in any case they are broken through, or left open to private opinion, there is great danger of their total annihilation. We trust however this will only be done in Cases of the most extreme necessity: It was therefore with great Wisdom ordain'd, that in one instance alone, in Rule the second, under the Article of ~~Amend~~

Howances out of the House, the expression occurs, "excepting those of urgent necessity" in great tenderness to the poor, setting aside—the usual determination.

May then the great Success which has attended the Institution of other *Houses of Industry* be extended to that of *Loes* and *Wilford*, and Gentlemen think it no Dishonour to adapt regulations which a vigilant attention to the *public Good* has suggested, as founded in Wisdom, and which Experience has approved.

THAT exclusive of the Committee appointed by the Incorporating Act, the two following standing Committees be appointed.

I. A Committee of Religion and Morality.

That this Committee shall consist of all the Clergy in the Diocese, and that to them be referred the question of the Education and Instruction of the Poor within the House, and also the Appointment and Superintendence of the Religious Duties, respectively to be performed by the Chaplain, Governor, School-Master, and others. That this Committee be empowered to meet for the above Purposes as often as they may think proper, but it is recommended to meet not less than twice within each Quarter of a Year—That any two be sufficient to transact business—and that their Proceedings be reported to a House, and reported at every Quarter Meeting.

MELTON House of Industry.

Rules, Orders, and Regulations, for the good Order and Government of the House, and for the comfortable Provision of the Poor, in, and out of the same.

COMMITTEES.

I.

THAT exclusive of the Committees appointed by the Incorporating Act, the two following standing Committees be appointed,

1. *A Committee of Religion and Morality.*

That this Committee shall consist of all the Clergy in the Direction, and that to them be referred the Direction of the Education and Instruction of the Poor within the House, and also the Appointment and Superintendence of the Religious Duties, respectively to be performed by the Chaplain, Governor, School-Master, and Mistress.—That this Committee be empowered to meet for the above Purposes as often as they may think proper, but it is recommended to meet not less than twice within each Quarter of a Year,—that any two be sufficient to transact Business,—and that their Proceedings be entered into a Book, and reported at every Quarterly Meeting.

II. *A*

II. *A Committee of Guardianship of Apprentices.*

That this Committee shall consist of the twenty-four Directors. The Object of it is to inquire, and it is recommended to them frequently to inquire into the Conduct and Behaviour of all Masters and Mistresses towards such Apprentices as have been put out to them by the Authority of the Incorporating Act, and to make their Report in Writing at every Quarterly Meeting. This is indeed, what the Duty of every Member of the Corporation should incline him to, and what Humanity requires at his Hands; that it may therefore be more easily and readily carried into Effect, it is proposed, that the following Division of Districts and Directors be adopted, viz.

DISTRICTS.

Alderton.

Bawdsey.

Ramsbolt.

Sutton.

Skottisham.

Rendlesham.

Hollefley.

Boyton.

Capell.

Butley.

Bromeswell.

Ufford.

Melton.

Eyke.

Petistree.

Mr.

Mr.

Mr.

Mr.

DIRECTORS.

Frank.

Trotman.

Whimper.

Gunning.

Maber.

Waller.

Edwards.

Hingeston.

Fontenelle.

Brooke.

Simpson.

Chilton.

DISTRICTS.

DISTRICTS.

DIRECTORS.

Wickham.

Alb.

Marlesford.

Hacheston.

Eaton.

Kettleburgh.

Letheringham.

Brandeston.

Cretingham.

Monewden.

Hoo.

Earl-Sobem.

Kenton.

Bouldge.

Debach.

Charsfield.

Bredfield.

Dalinghoe.

Mr.

Mr.

Mr.

Mr.

Mr.

Whitbread.

Kilderbee, jun.

Wilkinson.

Kilderbee, sen.

Browne.

Harfart.

Ashford.

Capper.

Ayton.

Jenney.

Whitby.

Reynolds.

III.

That no Business shall be transacted by the Weekly Committee but between the Hours of Ten in the Forenoon, and Two in the Afternoon; and to encourage the Early Attendance of the Overseers of the Poor, and other Persons who have any Business to transact with the Committee, it is hereby directed, they shall be called into the Committee-Room by turns, in the Order in which they come to the House.

IV.

IV.

That at every Quarterly Meeting, the Business shall begin precisely at Ten o'Clock in the Forenoon, and be concluded before Dinner.

V.

That at all Committees, the Names of those present shall be entered into the Committee-Book, and that at the Conclusion of the Business of the Day, the Minutes be read over, and the Book signed by those who are of that Committee.

ALLOWANCES OUT OF THE HOUSE.

I.

Allowances to Out-Paupers having of late Years greatly increased, and there being too much Reason to think that a great Part may have arisen thro' the Imposition or Neglect of the Parish-Officers; it is the Duty of the Directors and Acting Guardians to provide such Remedies as may best suit the existing Evil; and, in Order to it, it is agreed, that no Out-Allowance shall be granted by any Weekly Committee, or by any Directors between Weekly Committees, (except in Cases of urgent Necessity) until the Surgeon of the Corporation has visited the Pauper or Paupers, and reported their respective Cases in Writing.

II.

That in all Cases, (excepting those of urgent Necessity,) the following Table of Allowances be observed,—

A single Man, or single Woman ill,—1s. per Week respectively.

A Man and his Wife both ill,—2s. per Week.

A Man and his Wife with one or more Children, (the Man being ill)—2s. per Week, with an Addition of 6d. per head for Children under 10 Years of Age, if necessary.

A Man and his Wife with more than two Children, (the Woman being ill)—1s. per Week.

A Single Woman with a Bastard Child,—not an Object of Relief.

A Widow Woman in health having only one Child,—not an Object of Relief.

A Man in health having only three Children,—not generally to be considered as an Object of Relief.

That no Allowance shall be made for a Midwife exceeding five Shillings, and that no such Allowance be granted, except in extraordinary Cases, such as a Man having more than two Children, or not being in health.

III.

That no Pauper shall be relieved by a Weekly or Quarterly Committee, unless Application be made for them by the Overseer, who, (for the greater Security) is expected to bring with him a Certificate of the Case, signed by a Director or Acting Guardian, if either live in the Parish,

Parish, and if not, by the Minister, or some Principal Inhabitant.

IV.

That if any Pauper shall apply for Relief to any Committee without a Parish Officer,—Inquiry shall be made into the Reason why such Parish Officer did not attend; and before Relief is ordered, such Pauper shall be sent (if able, and the Circumstances of the Case will admit) to some one Director nearest to the Pauper's abode, with a written request that he would examine into the Circumstances of the Case, and order such Relief, as to him shall seem requisite; such Relief not exceeding the General Rules before mentioned; that such Order be in Writing, and signed by such Director, and continue in force until the next Weekly Committee.—But, if such Pauper be not in a Situation to be sent, he or she shall be received into the House, that such further inquiry may be made, and in such Manner, as the Committee shall think necessary or proper.

V.

That when any Parish Officer is called upon to apply for Relief for the Burial of any Pauper, he shall take an Account of the Effects (if any) of the deceased, and state the Circumstances of the Case to such Director or Acting Guardian as resides in or nearest to the Parish where such Pauper died, that such Director or Acting Guardian may Order under his Hand, such Sum as he shall think necessary for the Funeral of such Pauper, and direct the Parish Officer to deliver such

such Order to the next Weekly Committee, provided that no more than twenty Shillings be (in any Case) allowed. And to prevent improper and unnecessary Expences to the Family or Friends of the deceased, as well as Imposition upon the Corporation, it is directed that no Sum be allowed towards any Funeral, where the whole Expences of it shall exceed twenty Shillings.

VI.

That no Allowance shall be granted to any Parish Officer for the Removal of Paupers to the House of Industry, from their respective Parishes within the Incorporated Hundreds, it being the Duty of such Officers to attend such Removals.

VII.

That no Allowance shall be granted to any Pauper residing out of the Hundreds (except under a Certificate) unless for occasional temporary Relief.

VIII.

That all Paupers who now are, or shall hereafter be received into the House, as well as those receiving Quarterly Allowances, be badged with the Letters

L P W

IX.

That no Money shall be given with any Apprentices, (except where such by Infirmities are fit

fit for particular Trades only, and not wanted in the House, and in such Case not more than five Guineas to a Person within the Hundreds, nor more than ten Guineas to any Person out of the Hundreds)—But that no Sum whatever shall be given to a Certificate Person out of the Hundreds.

X.

That no Allowance shall be granted to any Person who keeps a Dog, unless such Person be a Shepherd, or a Warrener.

OVERSEERS.

I.

That as it the Duty of every Overseer of the Poor to be well acquainted with the Situation, Circumstances, and Characters of all Persons who apply to them for Relief, so is it when they apply for Relief for any Pauper, to Report the same in Writing, to the Weekly Committee, and which they are expected to do, that the Penalty for neglect of Duty affixed by the 36th Clause of the Incorporating Act may not be incurred.

II.

That they do not require the Attendance of the Surgeon, but in Person, or by Writing under their Hand, and never, till they have visited the Patient, and informed themselves of the Necessity of the Case. Surgeons are not to be called in, in Midwifery Cases, unless the Woman

man Midwife attending declares the Necessity of such Assistance.

III.

That, (when any Pauper by accident, or sudden Illness, wants any Pecuniary Relief between one Weekly Committee and another) no Overseer shall grant such Relief, without first applying to, and having an Order in Writing from a Director, specifying the Sum to be allowed, such Allowance being in conformity to the General Rules before laid down, which Order the Overseer is expected to produce to the next Weekly Committee, and then Report in Writing the Case of the Pauper,—That this Order, as far as it respects Relief to be given, cannot extend to Orders made by Justices of the Peace, but that all Orders of Justices of the Peace be brought to the next Weekly Committee.

IV.

That Overseers of the Poor, when they remove any Pauper, or Paupers to the House of Industry, are expected to make strict Inquiry, whether such Pauper or Paupers have any Annual or Weekly Allowance, (not arising from any Friendly Society) and Report the same in Writing to the next Weekly Committee, that proper steps may be taken to have such Allowance paid to the Corporation, in Aid of the Maintenance of such Pauper or Paupers.

V.

That Overseers of the Poor, when they bring any Children (who are Paupers) to the House of

of Industry, they are expected to obtain a Certificate of the Age of such Children, and bring or send the same as soon as they conveniently can, to the Governor of the House of Industry.

VI.

That all Paupers sent by Orders of Removal, to any Parish within the Incorporated Hundreds, shall be as soon as possible conveyed to the House of Industry, but if such Paupers cannot be removed the same Day, that Six-pence a Day only be allowed for each Pauper, unless such Paupers be ill, in which Case, Application shall be made to the nearest Director for such further Relief, or Directions, as may be thought necessary.

VII.

That in the Removal of Paupers, 20 Miles shall be considered as a Day's Journey,—Two-pence be allowed for a single Horse;—Three-pence for a double Horse, or a Cart with one Horse, and so in proportion per Mile, all Expenses included: But if the distance exceeds 20 Miles, or the Overseer be obliged to be out all Night, in such Case two Shillings shall be allowed for himself,—one Shilling for his Horse,—and Six-pence for each Pauper.

VIII.

That when an Overseer applies to any Committee for Relief for any Pauper, he is expected to bring with him a Certificate of the Case, signed by a Director or Acting Guardian, if one lives in the Parish, if not, by the Minister, or some

some Principal Inhabitant.

IX.

That when Application is made to any Parish Officer, for any Allowance towards the Funeral of any Pauper, such Officer is expected to take an Account of the Effects (if any) of the Deceased, and state the Circumstances of the Case to such Director as shall reside in or nearest to the Parish where the Pauper died.

X.

That the Overseers are expected to give in an exact Copy of the Poors Rate of their respective Parishes, the Monday previous to every Quarterly Meeting.

XI.

That Overseers be required to give Notice that no Allowance will be granted to any Person who keeps a Dog, unless such Person be a Shepherd, or a Warrener.

GOVERNOR AND CLERK.

I.

That the Governor be directed to deliver in at every Weekly Committee a state of the Paupers in the House, the Quantities of Provisions in Hand, received, left, and expended, together with the amount of the Work done in the preceding Week, according to a Plan in a Book ruled for that Purpose, which, if approved, is to be signed and allowed by such Weekly Committee.

II.

That the Governor shall enter into a Book, an exact Account of all Provisions, and Fuel, sent into the House, examine their goodness, Weight, and Quantity, and make his Report thereof to the Weekly Committee.

III.

That the Governor shall enter into a Book, an exact Account of all Household Goods, Clothes, Linen, Shoes, and other Things sent into the House, examine their goodness, weight, quantity, and quality, and make his Report thereof to the Weekly Committee. That he shall also deliver in a General Inventory of the Household Goods and Furniture, &c. of, and belonging the House, &c. Annually, at the Michaelmas Quarterly Meeting.

IV.

That the Governor shall receive no Provision, Coals, Wood, or Goods of any kind without a Bill of the same, to be delivered with them, signed by the respective Tradesmen and Merchants, and that he shall keep the same upon a file.

V.

That stamped Weights and Scales, and Measures be provided for the Governor.

VI.

That the Governor shall keep a general Register of all Paupers that now are, or hereafter may

may be admitted into the House, after the manner laid down in a Book ruled for that Purpose; and that he shall Report to every Weekly Committee, or at any Time, when required, such as are well, and fit to be discharged.

VII.

That he shall also keep a proper Register of all Apprentices.

VIII.

That no Cloathing, or Effects of any kind, belonging to Paupers dying in the House, shall be disposed of by the Governor, or Matron, without the Direction of the Weekly Committee, to whom the Governor is required to deliver a true Account in Writing.

IX.

That no Provisions, or Liquor shall be given away to any Gentleman's Servant, or any Person whatever, who comes to the House.

X.

That the Governor shall see the Provisions cut out, and properly delivered to the Matron, that there be no Waste; that no Bread be cut under one Day old; and that no more Fires be kept in the House than are absolutely necessary.

XI.

That the Governor upon the Admission of any Person into the House, who is in Health, and

and free from Vermin, shall immediately employ such Person in any Work he shall think him or her best capable of performing. That he shall cause all Persons to be called up by ring of Bell, at Five in the Morning in Summer, and Seven in Winter, and set all those to Work, who are able, by Six o'Clock in the Morning, from Lady Day to Michaelmas; and by Eight, from Michaelmas to Lady Day, and to continue until Four in the Afternoon, from Michaelmas to Lady Day; and from Lady to Michaelmas, 'till Six in the Afternoon, (Meal Times excepted)—And if any shall refuse, or neglect to do such Work as shall be allotted them, or wilfully spoil the same, or in any other way misbehave themselves, the Governor is required to exercise the Authority given to him by the 44th Sect. of the Incorporating Act, which together with the 45th, 46th, and 47th of the Incorporating Act, and the 19th Sect. of Chapt. of the 24th of *George II.* shall be painted and hung up in the Dining Room, and publickly read by the Schoolmaster the First Saturday in every Month, as soon as the People are assembled, and immediately before Grace be said.

XII.

That Persons not in Health, when admitted, shall be received into a proper Room, 'till the Surgeon can give his Directions concerning them. That all Children who are scabby or lousy shall have their hair cut off, and then be placed in proper Wards.—That all the Poor in the House, who can bear it, shall be washed every Morning, the Males under the Care of the Governor, and the Females under the Care

of the Matron. The Governor is required to pay particular Attention to this Order, and on no Account, (except ordered to the contrary) by the Surgeon, to omit it as to the Children, whose Hair must be kept cut close once a Month.

XIII.

That when any Person complains of Illness, the Governor shall take Care to stop his or her common Diet, 'till such Time as the Surgeon shall have examined into the Case. The sick Poor shall be properly attended, and during their Illness they shall remain under the Direction of the Surgeon, upon the sick List, and if possible be lodged in sepearate Beds. With respect to Diet, during their Illness, they are required to obey the Orders of the Surgeon.

XIV.

That the Governor shall reside within the House, that neither the Matron or himself be absent on any Occasion at the same Time, and that neither of them be out later than Nine o'Clock at Night.

XV.

That no Person shall be admitted to visit any of the Poor in the House, without an Order from a Director, or by leave of the Weekly Committee.—That no Pauper be permitted to go out, without the leave of a Director, or Weekly Committee, which leave shall be expressed in Writing, and denote the Time of return, and that all Persons who offend, shall be reported

reported to the next Weekly Committee.

XVI.

That the Governor may appoint and select out of the Poor, proper Persons to do the necessary Business of the House.

XVII.

That he shall deliver a Copy of the Incorporating Act, and of all general standing Orders to every Director and Acting Guardian; and also to the several Persons concerned in the Execution of them.

XVIII.

That he shall attend all Committees, make Minutes, and Copy the same into a fair Book; write Letters, and do such other Business as may be required of him.

XIX.

That he shall be intitled to no Perquisites of any kind, but shall Account for every Thing that comes into, or passes through his Hands.

M A T R O N .)

I.

That the Matron shall employ proper Nurses from among the Poor, to attend the Sick, and also the Infant Children,—that she shall diligently inspect their Conduct and Behaviour with respect to the Poor under their Care,—that she shall see that all the Beds, Furniture, Wards, Rooms,

Rooms, and sick Wards, and every part of the House are swept daily and kept clean, and that all the Rooms be washed once a Week in Winter, and twice in Summer,—the Bed Cloaths turned down, the Windows opened, and the Doors locked 'till ten o'Clock every Morning.

II.

That she takes Care that the Women and Girls wash and comb themselves every Morning and Evening; and that the Children have their Hair cut close, and their Heads kept clean.

III.

That she delivers out the Soap, Starch, and Blue, by Weight, for washing the Linen, and give an Account, the first Monday in every Month, to the Weekly Committee of the Quantity used.

IV.

That she sees that the Washerwomen and Laundresses employed, do their Business well, and enter into a Book an Account of the Linen delivered, and the like Account when it is clean and got up. And that every poor Person have a clean Shirt or Shift once a Week,—That the Beds have clean Sheets once a Month,—and that no Linen be dried in any of the Wards, but as much abroad as may be.

V.

That the Matron distributes to the Nurses, for the sick Poor, and the young Children, such

a Quantity of Milk, Pearl Barley, Rice, and other Necessaries, as the Surgeon shall advise, and that the common Diet be stopped until they are well.

VI.

That she attends all Meals with the Governor, and see that the Provisions are fairly and duly delivered.

VII.

That the Matron shall receive from the Governor, Cloth necessary for Shirts, Shifts, and Sheets, and shall cut them out, taking Care that they are well made, no waste committed, and when finished, be placed in the Store Room, and an Account thereof given once a Month to the Weekly Committee.

VIII.

That the old Linen shall be repaired and mended every Week.

IX.

That she keeps an Account of the Number of Women and Girls employed as Sempstresses, or in other Work for the Use of the House, and of what they earn by such Work, and Report the same once a Month to the Weekly Committee.

X.

That if the Nurses, or any other Servants belonging

longing to the House, shall be at any Time guilty of a breach of any Orders given to them, she shall report it in Writing to the Weekly Committee.

XI.

That she is intitled to no Perquisite of any kind, but to Account for every Thing that passes through her Hands.

The POOR in this HOUSE

are required to observe the following RULES.

I.

That they shall obey the Governor and Matron in all their reasonable Commands.

II.

That they shall at all Times keep themselves decent and clean, and behave themselves orderly and peaceably.

III.

That they shall be careful and diligent at their Work, during the Hours appointed.

IV.

That they do not pretend Sickness, or other Excuses to avoid Work.

V.

Slothful and lazy Persons who pretend Ailments

ments to excuse themselves from Work, shall be carefully examined; and if it appears that they have made false Excuses, complaint shall be made to the Weekly Committee.

VI.

That they Breakfast, Dine, and Supp, in the Dining Hall, and go to their respective Works, when summoned by ring of Bell.

VII.

That they be allowed half an Hour at Breakfast and Supper, and an Hour at Dinner.

VIII.

That they be all in Bed by Nine o'Clock, from Lady Day to Michaelmas; and by Eight from Michaelmas to Lady Day.

IX.

That they never go out at any Time without Leave, and when Leave is granted, they shall return again at the Time appointed.

X.

That they regularly attend Divine Service, on Sundays, and the daily Prayers before Breakfast, and after Supper.

XI.

That those who have been sick, on their recovery, do attend the first Weekly Committee

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to be examined by them, concerning the Care and Attendance, which they have had during their Illness, and to return Thanks for the same.

XII.

That they presume not upon any Account to beg of any Person attending, or coming to visit the House.

XIII.

That all Persons guilty of telling Lies, or profane Swearing, shall have a Label fixed upon their Breasts, with these Words, *Infamous Liar—Profane Swearer*. And shall be made to stand in the middle of the Hall during the Time of Dinner.

XIV.

That all who offend against these RULES, shall be punished in such Manner as the Act directs.

(CERTIFICATES.)

I.

That no Certificate shall be granted, unless the Person applying for such Certificate shall produce an Examination taken before one of his Majesty's Justices of the Peace, shewing that he belongs to one of the Parishes within the Incorporated Hundreds.

II.

II.

That no Certificate shall be granted to Labourers or Husbandmen out of the Hundreds, except to Persons belonging to the Parish of *Kenton*, and in such Case not to exceed the distance of 3 Miles.

III.

That no Certificate shall be granted to any Tradesman, Artificer, or Manufacturer, exceeding the distance of 20 Miles from the Parish to which he belongs.

IV.

That no Certificate shall be granted to any Person into any Corporation Town.

T R E A S U R E R.

I.

That the Treasurer shall be required to return a List of the Names of such Parishes as neglect to pay their Assessment, at the Time appointed in the Warrant issued for that purpose, in Order that the Officers of such Parishes may be proceeded against, and, if Guilty, be punished as the Act directs. This Return shall be made at the second Weekly Committee after the Day appointed for Payment.

II.

That the Treasurer shall be required to attend at every Quarterly Meeting, and there produce his Book of Accounts, and all the Vouchers

chers of the two preceding Quarters.

III.

That no Treasurer shall be appointed at any Time, unless he shall give Security, himself and two other Bondsmen, (to be approved at a Quarterly Meeting) in the Sum of £1500.

S E R V A N T S.

That if any Officer, Nurse, or Servant of the House, shall receive any Fee or Gratuity from any Tradesman, or from the Poor, or their Friends, he or she shall be immediately discharged from their Employments.

T R A D E S M E N.

That if any Merchant, Tradesman, or Artificer, shall by himself, or by any other Person or Persons directly or indirectly give, or offer to give any Sum or Sums of Money, or any Thing as a Reward or Gratuity to any Officer or Servant of the House; such Merchant, Tradesman, or Artificer shall be deemed incapable of serving the House in future.

C H A P L A I N.

That the Chaplain be required to read the Service of the Church as set forth in the Book of Common Prayer, and to Preach a Sermon at Eleven in the Morning, and Two in the Afternoon alternately, every Sunday, and on Good Friday, and Christmas Day,—to baptize the Children born in the House,—to bury the Dead, the Day after Notice has been given him for that

that purpose,—to visit the Sick, and when desired, to administer the Sacrament to them,—to administer the Sacrament in the Chapel four Times in the Year, viz. on Easter Day, or Good Friday, on Whitsunday, or Trinity Sunday, at or about Michaelmas, and on Christmas Day, or the Sunday before or after,—to keep a Register of all Baptisms and Burials,—to Catechise the Children in the Chapel, on the first Sunday of every Month after the second Lesson, if in the Afternoon, and between the Prayers and Communion Service if in the Morning, and Report to the Committee of RELIGION and MORALITY any improper Behaviour, Neglect, or Omission; and also any other Matter which he thinks may promote the Religious and Moral Duties necessary to be observed, to the Edification of the Paupers, and the good Order and Decency of the House.

SCHOOL MASTER.

I.

That the Schoolmaster shall see that the Boys attend the School,— that he teaches them to read, and be particularly careful and diligent to instruct them in their Catechism, which he is required to hear them repeat twice a Week, and to Report to the Governor misbehaviour in the Boys, and if they come to School dirty or lousy.

II.

That he shall read such Prayers Morning and Evening as shall be appointed by the Committee of Religion and Morality, immediately before

fore Breakfast, and after Supper, in a proper and becoming Manner.—That he shall Catechise the Children every Sunday, and take Care that all who are able do attend at these Times, that he shall also call over the Names before Prayers Morning and Evening, and Report the Absentees, and the Reason of their Absence, to the Weekly Committee.

SCHOOL MISTRESS.

That the School Mistress shall observe the same as to the Girls, and also teach them to sew and knit, as may be directed, and Report to the Matron any Misbehaviour,—and also those who come to School dirty or lousy.

APPRENTICES.

SCHOOL MASTER.

That the Schoolmaster shall see that the Boys attend the School,—that he teaches them to read, and be particularly careful and diligent to instruct them in their Catechism, which he is required to hear them repeat twice a Week, and to Report to the Governor misbehaviour in the Boys, and if they come to School dirty or lousy.

That he shall read such Prayers Morning and Evening as shall be appointed by the Committee of Religion and Morality, and shall be

A P P R E N T I C E S.

In Apportioning APPRENTICES, the following

T A B L E and R U L E S

are agreed upon, as most agreeable to the Rule of Law, and the Principles of Equity.

		<i>Order of Apprenticing.</i>	
	£.	No.	
Every Person occupying per Ann.	300	who should have	6
And every Person occupying	250	should have	5
Ditto - - - - -	200	Ditto	4
Ditto - - - - -	150	Ditto	3
Ditto - - - - -	100	Ditto	2
Ditto - - - - -	50	Ditto	1

1st	3d	6th	10th	15th	21st
2d	5th	9th	14th	20th	
4th	8th	13th	19th		
7th	12th	18th			
11th	17th				
16th					

That every Person occupying under £50. and above Ten; or any Sum between £50. and £100. shall have one each, beginning with the highest.

That every Tradesman (if judged capable) shall take one each, a Male or Female being appointed, as best suited to the Trade.

That in all Cases where more than one Child is to be Apprenticed to any Parish, the Eldest Child shall be first appointed, and so on to the Youngest.

That Care be taken (if possible) that two Girls be not Apprenticed to the same Person, immediately following each other.

That no Child shall be Apprenticed, who has not had the Small-Pox.

F I N I S.

A P P R E N T I C E

In Appointing Apprentices,

T A B L E and R

are agreed upon, as most agreeable to the Rule of Equity.

No.	Every Person occupying per An.	And every Person occupying	Ditto	Ditto	Ditto	Ditto	Ditto	Ditto
1	200	100	50	25	12	6	3	1
2	200	100	50	25	12	6	3	1
3	200	100	50	25	12	6	3	1
4	200	100	50	25	12	6	3	1
5	200	100	50	25	12	6	3	1
6	200	100	50	25	12	6	3	1
7	200	100	50	25	12	6	3	1
8	200	100	50	25	12	6	3	1
9	200	100	50	25	12	6	3	1
10	200	100	50	25	12	6	3	1
11	200	100	50	25	12	6	3	1
12	200	100	50	25	12	6	3	1
13	200	100	50	25	12	6	3	1
14	200	100	50	25	12	6	3	1
15	200	100	50	25	12	6	3	1
16	200	100	50	25	12	6	3	1
17	200	100	50	25	12	6	3	1
18	200	100	50	25	12	6	3	1
19	200	100	50	25	12	6	3	1
20	200	100	50	25	12	6	3	1
21	200	100	50	25	12	6	3	1
22	200	100	50	25	12	6	3	1
23	200	100	50	25	12	6	3	1
24	200	100	50	25	12	6	3	1
25	200	100	50	25	12	6	3	1
26	200	100	50	25	12	6	3	1
27	200	100	50	25	12	6	3	1
28	200	100	50	25	12	6	3	1
29	200	100	50	25	12	6	3	1
30	200	100	50	25	12	6	3	1
31	200	100	50	25	12	6	3	1
32	200	100	50	25	12	6	3	1
33	200	100	50	25	12	6	3	1
34	200	100	50	25	12	6	3	1
35	200	100	50	25	12	6	3	1
36	200	100	50	25	12	6	3	1
37	200	100	50	25	12	6	3	1
38	200	100	50	25	12	6	3	1
39	200	100	50	25	12	6	3	1
40	200	100	50	25	12	6	3	1
41	200	100	50	25	12	6	3	1
42	200	100	50	25	12	6	3	1
43	200	100	50	25	12	6	3	1
44	200	100	50	25	12	6	3	1
45	200	100	50	25	12	6	3	1
46	200	100	50	25	12	6	3	1
47	200	100	50	25	12	6	3	1
48	200	100	50	25	12	6	3	1
49	200	100	50	25	12	6	3	1
50	200	100	50	25	12	6	3	1

